



Revolving Doors Agency  
South Bank Technopark  
90 London Road  
London  
SE1 6LN  
020 7407 0747

01 July 2021

Dear Applicant,

**Recruitment – Senior Involvement Manager**

Thank you for your interest in applying for the post of Senior Involvement Manager at Revolving Doors.

Our aim is to enable people with lived experience of the criminal justice system and multiple disadvantage to influence decision makers at the highest level to create better systems and services.

We collaborate with people who have had repeat contact with the criminal justice system that is related to issues such as poor mental health, substance use or alcohol dependency and homelessness.

We believe in the power of lived experience to drive change and this role offers the opportunity to work at a strategic level to influence how systems and services work for people who experience multiple disadvantage.

It is an excellent opportunity for an enthusiastic and ambitious person to work as a key member of a small but fast-paced, delivery-oriented team.

Alongside this letter you will find:

- The job description and person specifications for the post
- Diversity and equal opportunities monitoring form

To apply for the role please send in your CV and a short covering letter of no more than 2 sides of A4 setting out what you will bring to the role and how you will meet the requirements of the job description and person specification. Your CV should include the details of two referees. If you wish to discuss the role, please contact Andy Williams at [andy.williams@revolving-doors.org.uk](mailto:andy.williams@revolving-doors.org.uk).

Applications should be attached and sent by email to: [admin@revolving-doors.org.uk](mailto:admin@revolving-doors.org.uk). Please quote **Senior Involvement Manager** in the subject line.

The deadline for receipt of applications is **12pm on 22<sup>nd</sup> July**. We will be holding 1<sup>st</sup> interviews on 27<sup>th</sup> July. Second round interviews with our Lived Experience Advisory Panel will be held on 29<sup>th</sup> July.

**We actively encourage applications from people lived experience of the criminal justice system.**

Thank you again for your interest and I look forward to hearing from you.

**Pavan Dhaliwal**  
**Chief Executive**



## JOB DESCRIPTION

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Job Title:	<b>Senior Involvement Manager</b>
Accountable to:	Head of Involvement
Salary:	c. £35,000 p/a (or pro-rated equivalent)
Hours:	28-35 per week (there is flexibility with this role)
Location:	Hybrid London based office/remote working

### **Role Description:**

The Senior Involvement Manager will work closely with the Head of Involvement to deliver programmes and projects supporting those with lived experience of the criminal justice system to create lasting systemic change within policies and programmes. Initially working on delivery of the Changing Futures Area Support programme (min. two years of delivery), the post holder will be required to take a proactive leadership role, as well as supporting delivery of other programmes and projects involving Revolving Doors lived experience members across the organisation.

### **Changing Futures Area Support Programme**

The Changing Futures Programme aims to improve the way that local systems and services work for adults experiencing multiple disadvantage and to use learning from this to influence future government programmes and policy. There will be 8-15 Changing Futures areas. Each area will have an Involvement Lead responsible for co-production.

In partnership with Social Finance, Revolving Doors holds the contract to provide technical and expert support to ensure the Changing Futures Programme achieves its aims. The post holder will be required to;

1. Ensure the delivery of the Changing Futures Programme is co-produced with people with lived experience of multiple disadvantage.
2. Identify the specific needs and requirements of each Changing Futures area and provide bespoke support to enable co-production.
3. Identify the cross cutting and universal needs to enable effective co-production across Changing Futures areas.
4. Provide excellent support, training, co-ordination and knowledge sharing in order to empower local Involvement Leads to create systematic, strategic and embedded co-production in their area.

5. Ensure that people with lived experience are meaningfully involved in the governance structures in all the Changing Futures areas and are central to driving system change.
6. Proactively share good practice of co-production across the programme and more widely to influence government, services across the sectors, and geographies outside of the Changing Futures areas.
7. To ensure the work of the Changing Futures programme and the National Expert Citizen's Group (supported by Revolving Doors as part of the Fulfilling Lives programme) are closely aligned.

### **Other lived experience projects**

1. Contribute to the development of the organisation's lived experience approach with the wider team.
2. On occasion stepping up to support the work of the Head of Involvement
3. To lead on other lived experience projects.
4. Support the wider Revolving Doors teams to ensure lived experience is embedded in their approach.

### **Key responsibilities and tasks**

This is a new role so there will be scope to design and influence the nature of the work, particularly in relation to delivery of the Changing Futures programme.

The key responsibilities and tasks to achieve the job objectives will include:

- Creating and supporting a Co-production Community of Practice to include the Changing Futures Involvement Leads and other relevant stakeholders.
- Delivering a rapid diagnostic of co-production approaches, systems, gaps and best practice in each Changing Futures area and across the programme as a whole.
- Delivering tailored consultancy support to each of the Changing Futures areas to address their specific needs.
- Develop training and learning events to enhance co-production across the Changing Futures programme and to wider audiences.
- Collaborate closely with Social Finance colleagues and ensure learning from co-production is consistently embedded across their work.

### **General**

- Prepare for and participate in supervision sessions and appraisals.
- Undertake any other duties compatible with the level and nature of the post as reasonably required by the chief executive.
- Implement Revolving Doors' Equality & Diversity Policy in all functions of the post.
- Implement Revolving Doors' Safeguarding policy in all functions of the post.
- Carry out own administrative functions including filing and production of own correspondence and reports.
- Ensure that files and recording systems are accurate and kept up-to-date.
- Willingness and ability to on occasion work outside normal office hours, and to travel with occasional overnight stays.

We particularly welcome applications from people who have lived or familial experience of homelessness, substance misuse, mental ill health and/or involvement in the criminal justice system.



## PERSON SPECIFICATION

**Job title:** Senior Involvement Manager

### 1. Key Competencies

The post holder will demonstrate the following competencies to a high standard and be able to use them to the full in their work. These do not need to be addressed in the application form but will be tested in the interview and test stage.

Management of projects, finances and other resources	Influencing & communicating
Relationships with others and team working	Analytical thinking and sharing knowledge
Innovation and creativity	Staff management & development
	Personal effectiveness

### 2. Experience and knowledge

#### Essential

- Experience in community development or service user involvement/lived experience work.
- Capacity building of community or service user groups; and experience of co-production approaches.
- Involving people with lived experience or marginalised communities in system change, decision making and influencing processes or the commissioning, design and delivery of services.
- Developing and managing a wide range of stakeholder relationships and partnerships, including at strategic levels.
- Project management, including budgeting, reporting, impact and staff or volunteer management.
- Excellent group work and facilitation skills.

- Excellent writing skills and ability to adapt writing style to a range of audiences.
- Ability to work effectively in small diverse teams.
- Self-administering, including strong IT skills.
- Knowledge of the issues involved in working with people facing severe exclusion.

**Desirable**

- Knowledge and experience of research methods, particularly of peer-led action research
- Knowledge of local government structures and commissioning processes



## Guidance for applicants

1. The application process is designed to ensure the recruitment panel has the appropriate information to assess each candidate fully and fairly.
2. We will email you within 7 days of the advertised closing date to inform you if you have been short-listed for interview. Response to advertisements for vacant posts has become extremely high so we regret, therefore, that it is not possible to acknowledge receipt of application forms or to feedback to all applicants. Feedback is available to anyone interviewed who requests it.
3. Decisions are made on the basis of the person specification for the post. In your covering letter you should attempt to give clear, concise information, which demonstrates your experience and skills in each area detailed in the person specification.
4. Your cooperation in completing the Equal Opportunities form would be appreciated, as the feedback we receive will assist us in monitoring and implementing our Equal Opportunities Policy. All information will be **strictly confidential**. The form will be detached from your application to ensure anonymity and will not be seen by the selection panel. Your application will not be affected if you choose not to complete part or all of this form.
5. We will take up references only of candidates interviewed. Please tell us if you wish us to check with you before we contact your referees. Both references should be work-related and include your current or most recent employer (or equivalent).
6. We will treat this application in the strictest confidence. Only members of the recruitment panel will see it. It will be kept securely and destroyed 6 months after the recruitment process has been completed unless we confirm with you a continuing interest in Revolving Doors and your wish for your details to be kept on file. For more information about the lawful basis for processing your personal data, how we use and store it, and your rights, please see our privacy statement: <http://www.revolving-doors.org.uk/privacy-statement>.
7. We welcome applications from people with prior convictions in accordance with our policy (available on request).
8. If you have difficulties in completing this application please contact us.
9. Candidates who consider that they have not been fairly treated should write to:  
Chief Executive, Revolving Doors Agency at [pavan.dhaliwal@revolving-doors.org.uk](mailto:pavan.dhaliwal@revolving-doors.org.uk) within 14 days of the closing date or 7 days after interview.



## STATEMENT OF EQUAL OPPORTUNITIES

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The **Revolving Doors Agency** recognises that people who are suffering from mental health problems, homelessness, or who are in trouble with the law may face prejudice and unfair discrimination. Like other people, they may also face discrimination on the basis of their age, race, gender, sexual orientation, disability, gender reassignment, marriage or civil partnership status, religion or belief, pregnancy or maternity or other characteristics.

We believe that it is an important part of our responsibilities to do all we can to identify and eliminate prejudice and unfair discrimination against people who we seek to serve.

### **The Revolving Doors Agency resolves that it will:**

- Seek to understand and make explicit the ways in which prejudice affects its client group and its operations
  - Adopt and monitor working and recruitment practices that challenge and seek to eliminate such prejudice and conscious and unconscious bias.
  - Seek to persuade others with whom we work to act likewise.
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## EQUAL OPPORTUNITIES MONITORING INFORMATION

This form is used to collect personal data, including sensitive data such as health, ethnicity, sexual orientation and religious beliefs. The feedback we receive from this form will assist us in monitoring and implementing our Equal Opportunities Policy.

All information will be **strictly confidential**. The form will be detached from your application to ensure anonymity and will not be seen by the selection panel. The form will be kept securely and destroyed 6 months after the closing date of the job that you are applying for.

### **Your application will not be affected if you choose not to complete part or all of this form.**

If you give your consent, you have the right to request a copy of the information that we hold about you and to ask us to correct it. You can also withdraw your consent and ask us to delete the information that we hold about you at any time.

To ask for a copy of the information that we hold or to ask that we correct or delete it, please email or write to us at the following address:

[admin@revolving-doors.org.uk](mailto:admin@revolving-doors.org.uk)

**Revolving Doors Agency, Southbank Technopark, 90 London Road, London, SE1 6LN**

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) if you believe there is a problem in the way we are handling your data. See <https://ico.org.uk/concerns/>.



**Consent statement:**

I give consent for Revolving Doors to collect data about me, including sensitive personal data, for the purpose of monitoring equal opportunities. I understand that I can withdraw this consent at any time.

**Date on which consent was given:**

**How did you hear about this post?**

- Revolving Doors website                       Revolving Doors Twitter                       Other Twitter  
 Charity Job website  
 Other (please specify):.....

**Please indicate your gender:**

- Female                       Male                       Other

**In which year were you born?**

**What is your marital status?**  
partnered

- Married/Civil Partnered                       Not married/civil

**Do you have any caring responsibilities?**

- Yes                       No

**Do you have a disability?**

- Yes                       No

**Have you gone through any part of a process (including thoughts or actions) to bring your physical sex appearance and/or your gender role more in line with your gender identity? (This could include changing your name, your appearance and the way you dress, taking hormones or having gender-confirming surgery.)**

- Yes                       No                       Prefer not to say

**Which of the following options best describes how you think of yourself?**

- Heterosexual/straight                       Gay or Lesbian                       Bisexual                       Other

**What is your religion?**

- No religion                       Christian                       Buddhist                       Hindu  
 Jewish                       Muslim                       Sikh  
 Any other religion (please describe):

**What is your ethnic group? (tick one box only)**

**White**



English/Welsh/Scottish/Northern Irish/British

Irish Traveller

Gypsy or Irish

Any other White background

**Mixed**

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed/Multiple background

**Asian or Asian British**

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

**Black or Black British**

Caribbean

African

Any other Black background within D

**Other ethnic groups**

Arab

Any other ethnic group

